

**Menard County Housing Authority
Board of Commissioners Meeting
Tuesday, September 19, 2017**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, September 19, 2017 in the Board Room of the Management & Maintenance Building at 101 W. Sheridan Rd, Petersburg.

The Chairman of the Board, B.R. Boston, called the meeting to order at 4:04pm. The following commissioners were present: B.R. Boston, Wanda Anderson, Elizabeth Roberts, & Jeff Stott. Commissioners Absent: Carol Cronister, C. Jane King, & James Reed. The following were also present: Anne Smith (Executive Director), Jason Race (Financial Manager) & Meggann Bell (Regional Housing Development).

There were no public comments.

The minutes of the Regular Meeting held on August 8, 2017 were reviewed and approved and ordered filed. The motion was made by Commissioner Stott and seconded by Commissioner Boston.

The meeting began with a review of the proposed Interagency Agreement with the Pike County Housing Authority for the purpose of providing general housing-related assistance.

After discussion, Commissioner Roberts introduced and read in full the following resolution:

RESOLUTION 2126

RESOLUTION TO APPROVE INTERAGENCY AGREEMENT WITH PIKE COUNTY HOUSING AUTHORITY

WHEREAS, Illinois Housing Authorities may enter into Interagency Agreements with each other as provided by 310 ILCS 8.5, 24 CFR 85.36(b)(5) and HUD Procurement Handbook 7460.8; and,

WHEREAS, this Interagency Agreement is made for reasons of economy and efficiency since each Housing Authority has specific property management and development expertise and experience required by the other Housing Authority,

NOW THEREFORE, the Pike County Housing Authority and the Menard County Housing Authority hereby agree to the following:

1. One Housing Authority may provide services with which it has expertise and experience to the other Housing Authority on a task order basis. Services may include, but are not limited to:
 - Property management
 - Property maintenance
 - Building renovation
 - Property development

- Resident services
- Financial services
- Grant writing
- Contract administration
- Section 8 program administration
- Hearing officer

2. The process for issuing a task order is as follows:

- One Housing Authority may issue a request for a possible task order. The request will specify the services required and the timetable for completion.
- The second Housing Authority may submit a draft task order which will detail how the services will be provided, work plan, schedule for completion of the services, fee, and payment schedule.
- The requesting Housing Authority will review the draft task order and may approve it, negotiate modifications or reject it with a request for resubmittal.
- Once the requesting Housing Authority accepts the proposed task order, it will issue a written notice to proceed to the second Housing Authority. Services will begin work within fourteen (14) calendar days of the written notice to proceed unless otherwise specified in the task order work plan.
- Nothing in this agreement shall prevent either Housing Authority from awarding contract(s) for services within the scope of this Agreement to other procured parties.

3. Both Housing Authorities hereby agree to the following clause:

To indemnify and hold harmless either Housing Authority and its employees from and against all claims against the Authority, its agent or servants, and all losses and expenses, including attorneys fees that may be incurred by the Authority defending such claims, arising out of resulting from the performance of the work and caused in whole or in part by any negligent act or omission of anyone directly or indirectly employed by and of them or anyone for whose acts any of them may be liable, regardless of whether or not it caused in part by a party indemnified hereunder.

4. Services will be provided by either Housing Authority per the following terms:

- The actual hourly salary rate of the person(s) providing the service(s) times a factor of two (2). The factor will cover such costs as benefits, overhead, indirect costs, profit, etc.
- Travel expenses
- Other direct expenses

5. The initial term of this Interagency Agreement is for two years; however, the agreement will automatically extend for an additional year on each anniversary date of this agreement until

terminated in writing by either party. Either party may terminate this agreement at any time by giving thirty (30) days written notice.

6. Invoices will be issued monthly for services provided; payment will be due within thirty (30) days of the date of the invoice.

Commissioner Roberts moved that the forgoing resolution be adopted and introduced, which motion was seconded by Commissioner Stott and upon roll all the “AYES” and “NAYS” were as follows:

AYES: Boston, Anderson, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Cronister, King, & Reed

The Chairman thereupon declared the motion carried and said resolution adopted.

The meeting continued with a discussion of the proposed MCHA budget revision for fiscal year 2018. The salaries & wages line item was increased by \$1,000 to accommodate a pay increase for the Accounts Payable Clerk.

After discussion, Commissioner Stott introduced and read in full the following resolution:

RESOLUTION 2127

RESOLUTION TO APPROVE REVISED BUDGET FOR FYE JUNE 30, 2018.

WHEREAS, MCHA’s Operating Budget needed to be revised due to changes in actual revenues and expenditures from the original budget,

THEREFORE IT BE RESOLVED, to approve the revised Operating Budget as presented.

Commissioner Stott moved that the forgoing resolution be adopted and introduced, which motion was seconded by Commissioner Boston and upon roll all the “AYES” and “NAYS” were as follows:

AYES: Boston, Anderson, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Cronister, King, & Reed

The Chairman thereupon declared the motion carried and said resolution adopted.

Executive Director Smith continued the meeting by informing the Board that Amie Creighton will attend procurement training in Grayslake, IL on October 9-12 and Anne Smith will attend IAHA Directors’ Meeting in Urbana, IL on October 5-6.

After discussion, Commissioner Roberts introduced and read in full the following resolution:

RESOLUTION 2128

RESOLUTION TO APPROVE OVERNIGHT TRAVEL FOR MCHA STAFF

WHEREAS, The Board believes it to be in the best interest of the Authority for MCHA staff to attend the afore mentioned training,

THEREFORE, BE IT RESOLVED, to approve overnight travel expenses for Amie Creighton to attend procurement training in Grayslake, IL on October 9-12 and Anne Smith to attend IAHA Directors' Meeting in Urbana, IL on October 5-6.

Commissioner Roberts moved that the forgoing resolution be adopted and introduced, which motion was seconded by Commissioner Anderson and upon roll call the "AYES" and "NAYS" were as follows:

AYES: Boston, Anderson, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Cronister, King, & Reed

The Chairman thereupon declared the motion carried and said resolution adopted.

Financial Manager Race then presented, to the Board, a list of tenants who had vacated their units but had not paid their balances nor had they arranged repayment plans. The amounts owed have been deemed uncollectible.

After discussion, Commissioner Stott introduced and read in full the following resolution.

RESOLUTION 2129

RESOLUTION TO WRITE OFF UNCOLLECTIBLE TENANT BALANCES

WHEREAS, the Authority has attempted to collect remaining balances from three (3) vacated tenants with the breakdown of amounts owed as follows:

County Estates – 1 tenant totaling \$350.57

Public Housing – 2 tenants totaling \$1,044.61

THEREFORE, BE IT RESOLVED, to write off the three (3) uncollectible accounts as of September 19, 2017 and refer them to a debt collection agency or the Illinois Debt Recovery Offset Program.

Commissioner Stott moved that the foregoing resolution be adopted and introduced, which motion was seconded by Commissioner Roberts and upon roll all the "AYES" and "NAYS" were as follows:

AYES: Boston, Anderson, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Cronister, King, & Reed

The Chairman thereupon declared the motion carried and said resolution adopted.

The Board then reviewed the monthly financial reports.

The next meeting was scheduled for 4:00pm on October 10, 2017.

There being no further business to come before the Board, it was moved by Commissioner Boston and seconded by Commissioner Stott to adjourn at 4:35p.m.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved
